

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 01-2004

OPENING DATE: 05 March 2004

CLOSING DATE: 22 March 2004

ANTICIPATED FILL DATE: 02 May 2004

POSITION TITLE AND NUMBER:

Human Resources Specialist (Military/Information Systems)

80526E00

PCN: 774315

GRADE AND SALARY: (Includes Locality Pay of 10.09%) UNIT/ACTIVITY AND DUTY STATION:

GS-0201-09

145 Mission Support Flight

\$39,690 - \$51,599 per annum

NCANG, Charlotte, NC

AREA OF CONSIDERATION:

The area of consideration for this position is NCANG FULL TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 24 months specialized experience which demonstrates the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Applications must reflect duties and responsibilities of positions/jobs addressed. This must be on the application/resume. The KSA's must be addressed on a separate sheet of paper. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Knowledge of personnel rules, regulations, and policies.
2. Knowledge of government-wide rules, regulations, laws, and policies governing the type of transactions being dealt with.
3. Ability to develop tools in gathering information, data, and preparing reports.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment in an Enlisted position in the Mission Support Flight, NCANG, AFSC: 3S0X1, 3S0X0, 3A0X1 and appropriate military UMD grade.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified.)

PRINCIPAL DUTIES AND RESPONSIBILITIES: Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of services organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions. Interprets Department of Defense (DOD) directed or legislative policies affecting the Military Personnel Data System and recommends enhancements. Resolves technical problems. Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available. Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System. Plans, directs and coordinates operations of the system within existing policies and objectives. Advises the Human Resources Officer (Military) and the immediate supervisor on all adverse computer related issues. Researches system problems and determines solutions. Advises all MPF work functions and other agencies using articles on computerized system changes to achieve timely and accurate implementation. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National State Headquarters and base functional areas on new data human resources programs and system procedures. Serves and the MPF liaison for systems with higher headquarters, MPF work functions, unit commanders, etc. Administers Military Personnel Data System training programs for the MPF and other users of the system. Performs formal and informal training on utilization of the Military Personnel Data System, and other related systems to all users. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts. Obtains and arranges classrooms, audiovisual equipment, and on-line computer training aids. Analyzes and compares data between the military personnel data system and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field. Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. As the Endpoint System Administrator (ESA), the incumbent is responsible for development of local usage policy, plans, programs, installation, operation and maintenance for this system. Updates users on current system information and informs users on how to extract and use of information that is pertinent to their organization. Provides system administration and performs system management. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Controls system security. Establishes user ID's and Passwords. Analyzes user actions within PCIII. Takes necessary action to correct any security violations or abuse of the system. Uses UNIX and DOS commands to correct any security violations or abuse of the system. Uses Unix and DOS operating systems to follow the fault isolation procedures contained in appropriate vendor manuals. Processes and monitors the load of PCIII systems releases and performs backup and restore procedures. Analyzes PCIII summary reports and audit trail logs to ensure all software, hardware, and firmware are functioning properly. Troubleshoots all software and firmware problems associated with PCIII and defers hardware problems to expert maintenance. Monitors and controls the input/output for PCIII. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Coordinates with host system manager to ensure incoming human resources data traffic is processed completely, timely and in proper sequence. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables. Utilizes available tools for file manipulation, schedules end of day processing, runs queries on-line, and produces real-time Report of individual Personnel (RIP). Serves as the DEPCON systems administrator. Performs comprehensive print-management and file-distribution for mixed platform networks to include routing, print files, producing hard copies, electronic distribution, shared resource file distribution, archiving, and backups. Serves as Automatic Data Processing Equipment custodian for PCIII and local unit computer hardware. Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as Discoverer Query Tool, Microsoft Office applications to prepare, maintain, and produce executive reports. Develops, establishes and maintains work function training programs. Plans schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Incumbent is responsible for mobilization and deployment readiness of section personnel and equipment. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

